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Chief Executive Officer

County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

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April 09, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

15 April 9, 2013

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

**COUNTYWIDE CLASSIFICATION ACTIONS:  
INFORMATION TECHNOLOGY OCCUPATIONAL STUDY (PHASE II)  
AND OTHER CLASSIFICATION ACTIONS  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by changing the Management Appraisal and Performance Plan (MAPP) designation and title of a non-represented classification, by deleting classifications, by implementing the findings of the Countywide Information Technology (IT) Occupational Study, and by reclassifying positions in various County departments.

**IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to change the MAPP designation and title for one non-represented classification in the Sheriff Department; to delete two non-represented classifications; to reclassify 43 positions in the Department of Public Health (DPH) as part of the ongoing implementation of the Countywide IT Occupational Study; and to reclassify nine positions to implement results of classification studies in the Departments of Children and Family Services, Coroner, Health Services, Internal Services and Registrar-Recorder/County Clerk.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Board of Supervisors (Board) has requested submission of classification letters on a periodic

basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs (Attachments A, B and C). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward and laterally are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

#### MAPP Designation and Title Change

We are recommending a change in the MAPP Designation and title of the Division Director, Sheriff from S18 to R18 (Attachment A). According to the Sheriff Department's current organizational structure, the position reports directly to the Undersheriff, the third level in line of authority and should be designated as "unclassified" based on Measure A. Since all unclassified positions are paid on MAPP Tier I (the "R" ranges), the position no longer meets the criteria for the MAPP Tier II pay range. There will be no change to the employee's actual pay range or pay.

#### Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of one vacant represented classification and two non-represented classifications (Attachment A). The Employee Relations Commission (ERCOM) has approved the deletion of the represented class and the affected department has been informed of and has consented to this deletion. This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

#### Countywide Information Technology Occupational Study – Phase II

Phase II of the Countywide IT Occupational Study covers the classification and allocation of supervisory and management IT positions. Previously the Board has approved the creation of nine IT management and supervisory classifications along with four "principal" level IT classifications that reflect current-day IT practices of public and private sector organizations. As Phase II is implemented, lower level IT related positions are reviewed and reclassified and organizational structures are realigned where appropriate.

As part of the continuing implementation of Phase II of the Countywide IT Occupational Study, we have reviewed a total of 89 positions in the Department of Public Health and are recommending reclassification of 43 positions. These actions will provide the appropriate organizational structure and position allocation and will assist with the recruitment and retention of technically skilled staff and aid in reducing reliance on contract agency personnel.

#### Reclassifications

Based upon individual position studies, we recommend that nine positions in five departments be reclassified (Attachment C). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions are more appropriately classified in the recommended classes.

### **Implementation of Strategic Plan Goals**

The Board's approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness. These recommendations are in line with the Human Resources Transformation Strategic Initiative Project, which includes the deletion of specialized classes in an effort to streamline the classification system.

### **FISCAL IMPACT/FINANCING**

The projected budgeted annual cost for the 52 positions that will be reclassified is estimated to be \$221,429 (all funds). The Net County cost is estimated to be \$132,868. A breakdown of these costs is listed in Attachment D. Cost increases associated with the upward and downward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The Board's approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

The Honorable Board of Supervisors

4/9/2013

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "W. Fujioka", followed by a small "for" in a cursive script.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:BC:JA

AE:KP:ra

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Human Resources  
Affected Departments

**ATTACHMENT A****NON-REPRESENTED CLASS RECOMMENDED  
FOR TITLE CHANGE AND MAPP DESIGNATION CHANGE**

Item No.	Current Title	Current Salary Schedule & Level		Recommended Title	Recommended Salary Schedule & Level	
1069	Division Director, Sheriff	N23	S18	Division Director, Sheriff (UC)	N23	R18

**REPRESENTED CLASSIFICATION  
RECOMMENDED FOR DELETION**

Item No.	Title
5579	Nephrology Technician

**NON-REPRESENTED CLASSIFICATIONS  
RECOMMENDED FOR DELETION**

Item No.	Title
1076	Administrative Manager IX, ISD
9182	Assistant Coordinator, Welfare Recipient Vendor Program

**COUNTYWIDE INFORMATION TECHNOLOGY  
OCCUPATIONAL STUDY – PHASE II**

**RECOMMENDED RECLASSIFICATIONS FOR IT POSITIONS**

**PUBLIC HEALTH – CHILDREN’S MEDICAL SERVICES**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Information Systems Supervisor III Item No. 2597N NM 106J Non-Represented	1	Information Technology Manager I Item No. 2565N N23 S11 Non-Represented

**PUBLIC HEALTH – DIVISION OF HIV AND STD PROGRAMS**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Information Systems Supervisor II Item No. 2596A NM 104B Non-Represented	1	Principal Information Systems Analyst Item No. 2594A NM 103H Non-Represented
1	Intermediate Typist-Clerk Item No. 2214A NMV 62K Represented	1	Senior Information Technology Aide Item No. 2585A NM 77F Represented

**PUBLIC HEALTH – PUBLIC HEALTH PROGRAMS**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Application Developer II Item No. 2521A N2M 92C Represented	1	Senior Application Developer Item No. 2525A NM 97B Represented
1	Information Systems Analyst Aid Item No. 2588A NM 82L Represented	1	Senior Information Technology Aide Item No. 2585A NM 77F Represented
1	Information Systems Analyst I Item No. 2590A NM 89F Represented	1	Senior Application Developer Item No. 2525A NM 97B Represented

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Information Systems Analyst I Item No. 2590A NM 89F Represented	1	Senior Information Technology Technical Support Analyst Item No. 2547A NM 91F Represented
1	Information Systems Analyst II Item No. 2591A NM 92B Represented	1	Information Technology Technical Support Supervisor Item No. 2548A NM 95F Non-Represented
1	Information Systems Analyst II Item No. 2591A NM 92B Represented	1	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented
1	Information Systems Analyst II Item No. 2591A NM 92B Represented	1	Senior Operating Systems Analyst Item No. 2551A NM 100C Represented
1	Information Systems Analyst II Item No. 2591N NM 92B Represented	1	Operating Systems Analyst Item No. 2550A NM 95B Represented
1	Information Systems Analyst II Item No. 2591N NM 92B Represented	1	Operating Systems Analyst Item No. 2550N NM 95B Represented
2	Information Systems Manager I Item No. 2573A NM 109H Non-Represented	2	Information Technology Manager II Item No. 2571A N23 S12 Non-Represented
1	Information Systems Manager I Item No. 2573N NM 109H Non-Represented	1	Information Technology Manager III Item No. 2574A N23 S13 Non-Represented
1	Information Systems Manager I Item No. 2573N NM 109H Non-Represented	1	Principal Information Systems Analyst Item No. 2594N NM 103H Non-Represented

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Information Systems Supervisor I Item No. 2595A NM 99E Non-Represented	1	Principal Network Systems Administrator Item No. 2561A NM 103H Non-Represented
2	Information Systems Supervisor I Item No. 2595A NM 99E Non-Represented	2	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented
2	Information Systems Supervisor II Item No. 2596A NM 104B Non-Represented	2	Principal Information Systems Analyst Item No. 2594A NM 103H Non-Represented
1	Information Technology Technical Support Analyst II Item No. 2546A NM 87F Represented	1	Senior Information Technology Technical Support Analyst Item No. 2547A NM 91F Represented
1	Network Systems Administrator II Item No. 2559A NM 93F Represented	1	Operating Systems Analyst Item No. 2550A NM 95B Represented
1	Senior Application Developer Item No. 2525A NM 97B Represented	1	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented
1	Senior Application Developer Item No. 2525A NM 97B Represented	1	Principal Application Developer Item No. 2526A NM 103E Non-Represented
1	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented	1	Information Technology Specialist I Item No. 2569A NM 109H Non-Represented
1	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented	1	Information Technology Technical Support Supervisor Item No. 2548A NM 95F Non-Represented



<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
2	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented	2	Principal Information Systems Analyst Item No. 2594A NM 103H Non-Represented
1	Senior Information Systems Analyst Item No. 2593N NM 99E Non-Represented	1	Information Technology Technical Support Supervisor Item No. 2548N NM 95F Non-Represented
1	Senior Information Systems Analyst Item No. 2593N NM 99E Non-Represented	1	Senior Operating Systems Analyst Item No. 2551N NM 100C Represented
1	Senior Information Technology Technical Support Analyst Item No. 2547A NM 91F Represented	1	Information Technology Supervisor Item No. 2598A NM 104H Non-Represented
2	Senior Information Technology Technical Support Analyst Item No. 2547A NM 91F Represented	2	Information Technology Technical Support Analyst II Item No. 2546A NM 87F Represented
1	Senior Network Systems Administrator Item No. 2560A NM 97F Represented	1	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented
2	Senior Network Systems Administrator Item No. 2560A NM 97F Represented	2	Operating Systems Analyst Item No. 2550A NM 95B Represented
2	Senior Network Systems Administrator Item No. 2560A NM 97F Represented	2	Senior Operating Systems Analyst Item No. 2551A NM 100C Represented
1	Senior Network Systems Administrator Item No. 2560N NM 97F Represented	1	Principal Operating Systems Analyst Item No. 2552N NM 104H Non-Represented

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
2	Student Professional Worker I Item No. 8243F Flat Hourly \$11.99 Represented	2	Student Professional Worker, Information Technology Item No. 2482F Flat Hourly \$18.90 Non-Represented

**PUBLIC HEALTH – SUBSTANCE ABUSE PREVENTION AND CONTROL**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Information Systems Supervisor III Item No. 2597N NM 106J Non-Represented	1	Information Technology Manager I Item No. 2565N N23 S11 Non-Represented

**ATTACHMENT C**

**RECOMMENDATIONS FOR POSITION RECLASSIFICATION**

**CHILDREN AND FAMILY SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Administrative Services Manager I Item No. 1002A NM 93C Non-Represented	Children Services Administrator I Item No. 9086A 98F Non-Represented

The subject position reports to a Children Services Administrator II and provides support to the major children's services programs administered by the Bureau of the Medical Director. Specifically, it assists in researching, reviewing, and compiling data/responses regarding child fatalities and other inquiries from Civil Grand Jury Reports, Office of the Board/Commission Relations, the department's Risk Management Office, and the public.

The duties and responsibilities assigned to this position are consistent with the class concept and allocation standards for Children Services Administrator I which, by definition, assists in the development or administration of a children's services program for adoption, foster care, protective services and specialized programs or provides support services for these and other programs in the department. Therefore, we recommend upward reclassification to Children Services Administrator I.

## **CORONER**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Senior Typist-Clerk Item No. 2216A NMV 67D Represented	Warehouse Worker Aid Item No. 2329A NM 65G Represented

The subject position reports to an Administrative Services Manager II and is assigned to the Administrative Unit, where it operates a warehouse. Its primary duties are to ensure that regular supplies are in stock as well as receiving, stocking, inventorying, and ordering non-stock items.

The duties and responsibilities assigned to this position meet the allocation criteria for Warehouse Worker Aid, a class which performs a combination of routine, manual and supply-clerical duties related to handling materials and supplies associated with a supply operation. Therefore, we recommend downward reclassification to Warehouse Worker Aid.

### **HEALTH SERVICES - ADMINISTRATION**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Head, Management Services, Health Services Item No. 1077A NM 106B Non-Represented	Administrative Services Manager I Item No. 1002A NM 93C Non-Represented

The subject position reports to the Emergency Services (EMS) Assistant Director and is assigned to the EMS Administrative and Fiscal Services area. The position is responsible for overseeing six (6) professional staff dedicated to fiscal responsibilities. The duties include development of the EMS budget; monitoring budget performance to ensure budget objectives are met; reviewing, evaluating and implementing fiscal impact of program activities; participating in the development of plans for reallocating funds to meet changing departmental priorities and managing all payments to private providers and other County departments; as well as managing the financial functions for the various grants received by EMS.

Based on the scope of responsibilities, this position meets the allocation criteria for Administrative Services Manager I, which serves in a supervisory role, and plans, organizes, assigns, and evaluates the work of a unit of lower-level analysts and support staff in a line department. Therefore, we recommend downward reclassification to an Administrative Services Manager I.

## **INTERNAL SERVICES DEPARTMENT**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Section Manager, Information Technology, ISD Item No. 2578A NM 109H Non-Represented	Information Technology Specialist, ISD Item No. 2568A NM 109H Non-Represented

The subject position is assigned to the Data Center Infrastructure Section, Operations Division, Computing Services Branch and is reporting to a Section Manager. Its primary function will be to provide project consultation to application development and facilities staff on new product capabilities and technical specifications. Other responsibilities include designing, developing, implementing and monitoring software license deployment and usage to ensure compliance.

The duties and responsibilities assigned to this position meet the allocation standards for Information Technology Specialist, ISD, a class which is responsible for acting as a consultant to project managers, departmental management, and customer management, or performing technical work in a specialized field of information technology. Therefore, we recommend a lateral reclassification to Information Technology Specialist, ISD

### **REGISTRAR-RECORDER/COUNTY CLERK**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
5	Information Systems Analyst II Item No. 2591A NM 92B Represented	Application Developer II Item No. 2521A N2M 92C Represented

The subject positions reports to a Principal Application Developer with four (4) of the five (5) positions assigned to the Systems Development Section. The primary responsibility of these positions involves programming, such as coding, developing, implementing and maintaining department specific information systems, building custom databases, creating custom programming source code, and maintaining departmental systems.

The remaining position is assigned to the Election Tally Systems Section, where it supports and develops systems that support election business processes (e.g. candidate filing applications, sample ballot booklets, ballot layout design, and election results reporting process).

The duties and responsibilities of positions allocated to Application Developer II include the analysis, design, evaluation, development, coding, testing, and maintaining of application systems. Therefore, we are recommending a slight upward reclassification to Application Developer II for all five positions.

**ATTACHMENT D****BREAKDOWN OF RECLASS COSTING**

<b>Action</b>	<b>Total Budgeted Cost</b>	<b>Net County Cost</b>
Children and Family Services Reclass	\$10,173	\$9,388
Coroner Reclass	(\$3,203)	(\$3,203)
Health Services - Administration Reclass	(\$33,577)	\$0
Internal Services Reclass	\$0	\$0
Public Health Information Technology Reclass	\$246,987	\$126,432
Registrar-Recorder/County Clerk Reclass	\$1,049	\$251
<b>Total</b>	<b>\$221,429</b>	<b>\$132,868</b>